



# Northeastern

September 17, 2018

To Whom It May Concern,

Thank you for your interest in working for Northeastern University's Facilities Division.

If you are interested in submitting qualifications, please respond in accordance with the following instructions in this request for qualifications ("RFQ"). The University may subsequently send requests for proposals on specific projects to firms the University determines in its sole discretion to be qualified, however the RFQ process is for qualifications review only and no guarantee that the University will request your firm's services.

Respondents must submit their qualifications via email to [FacilitiesProcurement@northeastern.edu](mailto:FacilitiesProcurement@northeastern.edu). Any questions regarding the responses must also be submitted to this email address.

*Facilities Division*  
Cullinane Hall  
360 Huntington Ave  
Boston, MA 02115

617.373.3530

[northeastern.edu](http://northeastern.edu)

## **Response Format and Contents:**

The qualifications response should include only the following information and should be no more than ten (10) 8.5 x 11 sheets. The response should be in pdf format.

1. Brief history of the firm including the number of years that firm has been in business, the total number of employees, and the total annual revenues for the last three years.
2. The University anticipates the following categories of upcoming projects:
  - a) Research lab facilities
  - b) Façade, roofing, and exterior envelope
  - c) Interior renovation projects
  - d) Food service/retail/hospitality
  - e) Assembly areas
  - f) Athletic facilities
  - g) Classrooms

Please provide the following information for each of the above categories for which your firm is seeking consideration:

- a) A brief summary of select, relevant projects your firm has completed within the last five years, including the name of the project, client, primary scope of work, schedule, and key personnel who staffed the project. Respondents should highlight projects for Universities or other educational or institutional clients.
- b) A list of three to five references in each selected category, including phone numbers and emails. By submitting this information, the respondent expressly provides its consent for the University and its representatives to communicate with the reference contact persons provided regarding the past performance of the respondent and its personnel for the project.



- c) A list of three to five references from subcontractors the firm regularly engages, especially MEP, including phone numbers and emails. By submitting this information, the respondent expressly provides its consent for the University and its representatives to communicate with the reference contact persons provided.
3. Workers compensation experience modifier for last three years.
  4. Indicate whether your firm is union or open shop and/or signatory to any trade locals.
  5. Indicate any trades the firm is able to self-perform.
  6. Minority, Women, and Small-Local Business Entities: If your firm is MBE, WBE, and/or SLBE please provide certification in accordance with the following guidelines:
    - a. Minority & Women Owned Business Entities: companies with certified MBE and/or WBE status with the Commonwealth of Massachusetts' Supplier Diversity Office. Alternative certifications may be considered in the University's sole discretion.
    - b. Small Local Business Entity:
      - i. The company's primary office is located within the City of Boston, and
      - ii. The company has fewer than 500 employees **and** less than \$36,500,000 in annual revenue.
  7. If the firm has worked on other contracts with MBE/WBE/SLBE subcontractor participation goals, provide a brief statement describing the achievement of such goals and/or good faith efforts undertaken to attempt to achieve such goals.

**Note:** any MBE/WBE certifications or statements of good faith efforts the firm has taken to engage M/W/SLBE subcontractors may be in addition to the 10 page qualifications statement limit. SLBE status will be evaluated by annual revenues and location. Please note that the revenue threshold for subcontractors is \$15,000,000.
  8. Respondent contact information: please provide primary contact person including title, email, phone number, and address of primary office.



**Submission Instructions:**

Respondents must submit their qualifications via email to [FacilitiesProcurement@northeastern.edu](mailto:FacilitiesProcurement@northeastern.edu).

Thank you in advance for your interest in working at Northeastern University.

Sincerely,

Tom Chance  
Procurement & Contracts Manager